

Selection of Youth Peer Mentors

The recruitment efforts used to solicit applications for the Youth Peer Mentors should be targeted to ensure that candidates meet eligibility requirements and be a good fit for the initiative. The first step is to create a detailed job description as well as a job posting that can be circulated to mailing lists of related organizations that are familiar with the needs of transition age youth through direct, personal experience. The applicants will contact the Operations Coordinator to express their interest in serving as a Youth Peer Mentor. The job posting and job description can be found in the “Program Materials” section of this guide.

The following steps can help guide the selection, interviewing and hiring procedures for the Youth Peer Support Specialists.

- Applicants send their cover letters and resumes to Operations Coordinator
 - Operations Coordinator sends applicants a notification of acknowledgement.
 - Operations Coordinator forwards resumes of top, qualified candidates to HZA/State Project Director.
 - Operations Coordinator files all application/resumes not selected for use in the future if needed.
- Interview process
 - Operations Coordinator arranges first round interviews.
 - Second round interviews will include more HZA staff.
 - The interviews should include blended question from all partner agencies .
- Selection of Candidates
 - Operations Coordinator makes final recommendations on candidates . Final approval subject to HZA approval.
 - Candidates not selected informed that their resumes will be kept on file in the event of future hiring needs.
 - Selected candidates sign a contract with HZA detailing duties and expectations for their services as Youth Mentors.
 - Selected candidates complete weekly timesheets to get paid at a rate of \$14 per hour, not to exceed twenty hours a week.